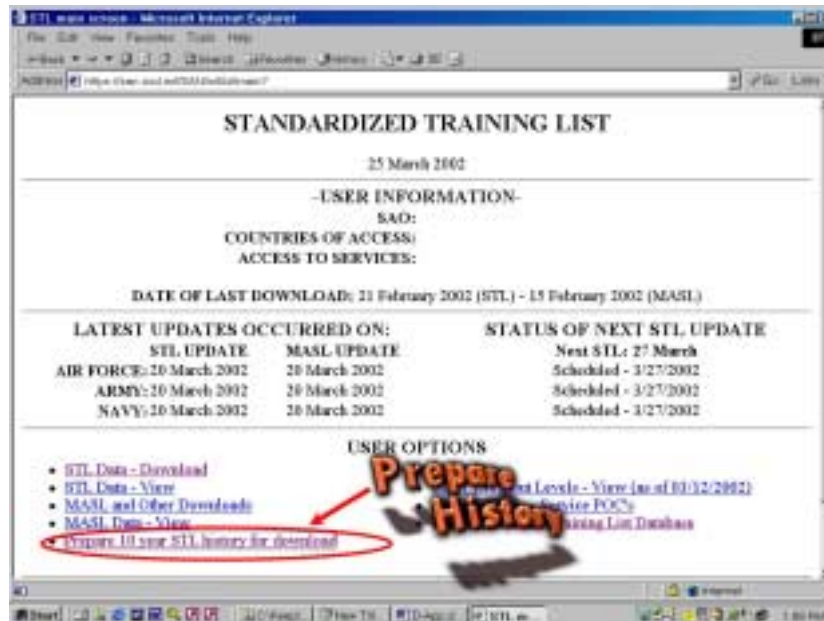### E. NEW FUNCTIONS ADDED TO TMS

1. Upload to San Button:
    a. "Upload to SAN" button on Main Menu, displays a menu that allows the user to send all records in the Country Profile or Student Data or History to the SAN.

2. Import 10 Years of History From the SAN:
    a. Go to the Standardized Training List webpage on the SAN. Click the link, "Prepare 10 year STL history for download".

SAN Web – Standardized Training List Web Page

b. Click the "Download" hyperlink on the "Select Download" page that appears. (If you have more than one country, download each country's history separately. Do Not Use the "Download All" option.)

SAN Web – Download History

When asked, save the file to your hard drive in the C:\TMS\Download folder. Close your web browser (Internet Explorer, Netscape).

c. In TMS, click "Update" to display the "Update Data Tables" menu Click the button labeled "Import History (available yearly)".

Update Data Tables menu →

d. If more than one country is loaded in the Country Profile table, a selection screen appears. Check the appropriate countries to import their history. Then click, "Import History" button.

e. History is then imported into the History and History (Courses) tables. Once import is complete, "History Import: Completed Successfully!" message is displayed.

3. Student Information Form:

    a. Student Information:

        1. Updates to any field having an underlined label will generate a file to be sent to the SAN containing the updated Student Information. When the user exits TMS, TMS will remember the changes and ask the user if they want to send the changes to the SAN. The IMSO Web uses the Student Information that is sent to the SAN.

    b. Accompanying Dependents:

        1. If an IMS is being accompanied by dependents, their names can be added to the ITO.

            a. Add accompanying dependents' information to the Student Information form in the Accompanying Dependents section. (Use the vertical scroll bar to view more names.)

Student Information Screen – Accompanying Dependents

b. Click "ITO" button, then click "Page 2" button. If you want to see a list of the accompanying dependents that will appear on ITO (prior to viewing the ITO) click, "View Accompanying Dependents" button in the Dependents section.

View ITO Screen & Dependents Pop Up Screen

c. Accompanying Dependents are listed in the Conditions section, 12.a.1 of the TMS Generated ITO.

TMS Generated ITO print out – Section 12.

4. Student Arrival Message.
    a. Generate a file containing Student Arrival Information to be sent to the SAN and used by the IMSO Web.

        1. Enter information in the Student Information Form.

        2. Click "Arrival Message" button.

Student Information screen – Arrival Msg button

        3. "Student Arrival Information" form appears. Fill in appropriate information. Initial Schoolhouse, IMSO POC and IMSO E-mail Address are automatically populated.

Arrival Information form

        4. When the user exits TMS, TMS will remember the changes and ask the user if they want to send the changes to the SAN.

5. Send Student and Arrival Information to the SAN.
    a. Information sent to the SAN will be used by the IMSO Web Page.

        1. Events that will trigger information to be sent to the SAN.
            - Add a new student.

- Delete a student
- Changes to Underlined fields on the Student Information Screen and the Student Arrival Information Screen.
    - Change student information (Student Information form)
    - Name, Service, US Grade, Grade, ECL Score, ECL Taken, ECL Test, Sex, CC, TA, IA, PY/CASEID.
    - Add or Change Accompanied Dependents information.
    - Add or Change Arrival Message information.

2. After a change is made, TMS will remember the changes and on exiting TMS notify the user that changes were made, what type of change was made and ask to send the information to the SAN.


Update SAN? - Form

3. To Exit TMS without updating SAN.
    a. Click "No, Exit TMS" to exit TMS without sending the changes to the SAN. Every time you exit TMS you will get this message box until you send the changes to the SAN.

4. Exit TMS and Update the SAN.
    a. Click "Yes, Update to SAN" button to send changes to the SAN.
    b. The user will automatically be directed to the SAN where the upload will occur.
    c. After logging on to the SAN click the "TMS Upload" button.


SAN Web – TMS Upload button

d. Select TMS File to Upload and Process webpage will appear. Use the Browse button to locate the file tmsup.lzh in the C:\TMS\upload folder. Or, simply highlight and copy the path, C:\TMS\upload\tmsup.lzh then paste it into the block. Once the path is in the Upload Block, click the "Upload File Now" button. This will send the information to the SAN.
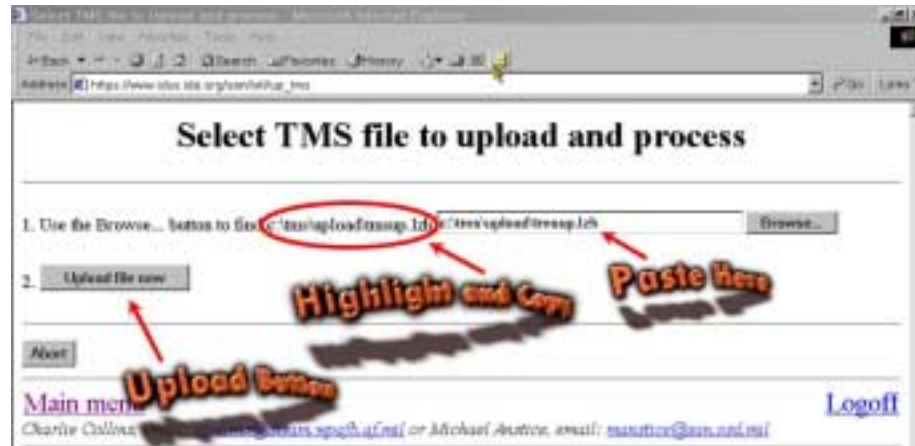

SAN Web – Identify File to Upload

e. After changes are sent to the SAN, the user will be notified if the upload was successful.
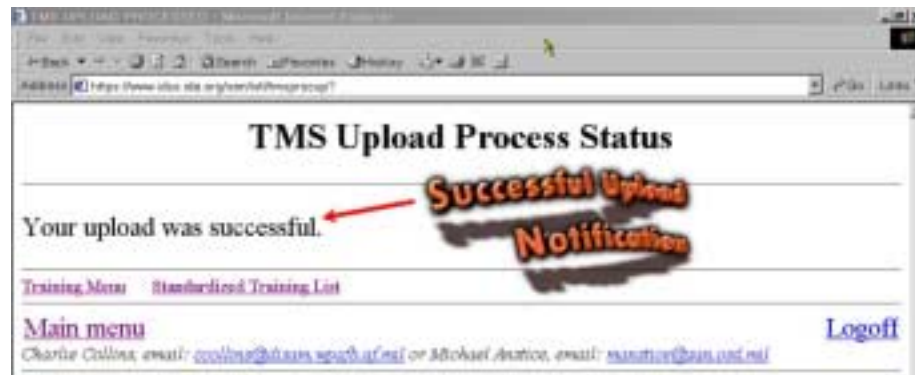
SAN Web – Successful Upload Message

f. After closing the SAN webpage, TMS will ask if the update was successful.
- Click "Yes, Exit TMS" if you received an "Update Successful" message.
- Click "No, Try Update Again" if there were problems with the update and to immediately try the update again.
- Click "No, Try Update Later" if there were problems with the update but you want to attempt the update at a later time.
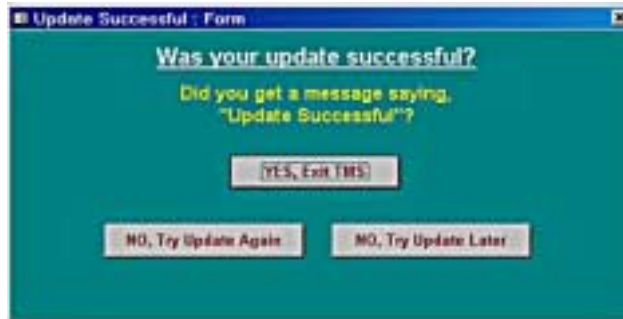
TMS – "Was Update Successful?"

6. Locking the ITO:

a. ITO is locked after clicking "Print ITO" button on View/Edit ITO screen, any changes must then be done with an ITO Amendment.

1. From the Student Detail screen, one can view and edit the ITO by hitting the ITO button.

2. To see what the ITO will look like when printed; click the "View ITO" button. The ITO report will appear, but because this is just for viewing and not official, a message will appear on the report stating this is a "Planning ITO".

View Edit ITO screen

Planning ITO print out

3. Once the ITO is in an acceptable format, click the "Print ITO" button (next to the "View ITO" button) shown above. This will display the Official ITO and will lock it in. Any changes that need to be made now must be done with an ITO Amendment.

b. ITO Amendment:
  1. To create an ITO Amendment, click the "Amend ITO" button (next to the "Print ITO" button) on the "View/Edit ITO" screen as shown above.

  2. If there are no previous amendments to the ITO, the ITO Amendment screen will appear.

If there are previous amendments, a menu will appear listing amendments to the current ITO. Select the amendment you wish to view or click "New ITO Amendment" button to create a new amendment.

Current ITO Amendments Menu →

  3. ITO Amendment Form:

a. The ITO Amendment form is where you will annotate changes to the Original ITO.
  1. ITO Section: Click the dropdown arrow and select the Section Title of the ITO that needs to be amended. Then type the change in the "Amend to Read As" block. Multiple sections

can be amended, just go to the next ITO Section, select Section Title and type changes to be made.

2. <u>Courses:</u> To make course changes click the "Amend Course" button. This takes you directly to the View/Edit STL screen for the specified course/training track. Make all necessary changes to the training track as you normally would when editing your STL. Select "Save/Exit".

Select "Quit/Save". In the "Save Edits in Pending Change File" screen, ensure the block "Amend ITO" is checked. This tells TMS that this is an amendment to an ITO and will automatically save your training track changes to the ITO Amendment.

Save Edits in Pending Change File screen

3. <u>Authority:</u> Authority Block is to annotate what regulates the change, i.e. Regulation, Message, SAO etc.

b. View and Print the Amendment:
1. Click "View Amendment" button to see the sample/unofficial view of the amendment.
2. Once the Amendment contains all the appropriate information, click "Print ITO Amendment" button to display the Official ITO Amendment. This will also lock in the amendment and any changes must now be done with a new amendment.

3. Rescind a Locked ITO:
a. To rescind an ITO that has been locked in order to send a different student: In the Student Information screen, replace the old student's name with the new student's name. TMS will ask if this is a new student, answer Yes. This will delete the original ITO and the user will be able to create a new ITO for the new student.

7. **"Exit to Access" button:**
a. "Exit to Access" button is hidden. To make button visible, on the Main Menu, Press **Ctrl and b**. To make button not visible, on the Main Menu, Press **Ctrl and i**. You will only be allowed to exit to Access if you are NOT running the Runtime Version of Access.

8. **"TMS Project Team" Easter Egg:**
b. Press **Ctrl and t** from the Main Menu.